

INDUCTION MEETING CHECKLIST.



Hosting a parent/carer induction meeting should be an unmissable event. Along with the PowerPoint presentation within this toolkit you might want to consider including the following:

Staffing	Headteacher
	Early Years Leader & team
	SENCo/Inclusion Lead
	Admin
	Catering
	PTA representatives

Resources	PowerPoint Presentation
	Evaluations
	Register
	Refreshments
	Pens and paper
	Home visit booking procedures
	Paperwork e.g. FSM eligibility, care plans etc
	Induction handouts e.g. home learning cards, timetables etc

Equipment	Computer
	Screen
	Clicker
	Music/sound system
	Tablets/devices connected to the internet



Activities	Tour of the learning environment
	Sampling food from the dinner menu
	Booking meeting with the SENco
	Filling in paperwork with admin
	Booking home visits with class teacher
	Ordering/purchasing school uniform/equipment
	Booking in time to complete care plans

Other	External professionals/services e.g. family centre
	Creche option operated by school staff
	Translator, if required
	Incentives e.g. find out the class teacher, free piece of uniform etc

After the event, ensure you follow up with families that were unable to attend and provide them with relevant information.